

5

AMBERG'S

SYSTEMS OF



LETTER FILING



PRESENTED
BY

CAMERON, AMBERG & CO.

59 Murray St., New York.

1876.

Ed. H. T. ...

DESCRIPTIVE CATALOGUE
—OF—
AMBERG'S PATENT
"SELF-INDEXING"

Letter Files & Binders

CABINET LETTER FILES, Etc.

WITH NUMEROUS ILLUSTRATIONS, TABLES, PRICE LISTS, AND FULL EXPLANATION OF THE VARIOUS METHODS OF FILING.

MANUFACTURED BY

CAMERON, AMBERG & CO.

84 Lake Street,

70 Queen St., Cheapside,

CHICAGO, U. S. A.

LONDON, ENGLAND.

59 MURRAY STREET, NEW YORK.

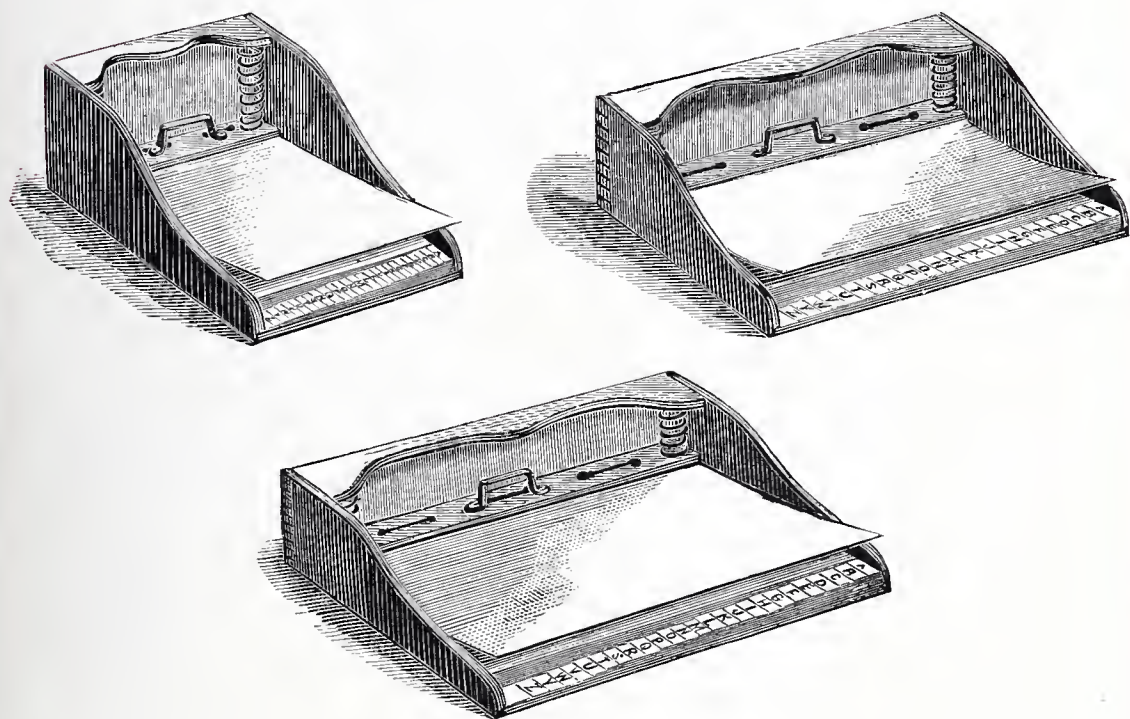
FOREIGN AGENCIES.

Paris, France, - - - A. W. FABER.
Vienna, Austria, - - - A. W. FABER.
St. Petersburg, Russia, - - - A. W. FABER.
Liverpool, - - - WEBB, HUNT & EVANS.
Calcutta, India, - - -

Glasgow, - - - CAMERON & FERGUSON.
Edinburgh, - - - MACNIVEN & CAMERON.
Cairo, Egypt, - - - LEOPOLD MENSCHHAUSEN.
Alexandria, Egypt, LEOPOLD MENSCHHAUSEN.
CHUNDER & BROTHERS.



AMBERG'S
"Self-Indexing" Files and Binders,
CABINETS,
INDEXICONS, FILING CASES, ETC.



A DESCRIPTION OF THE VARIOUS KINDS, THEIR PECULIAR CONSTRUCTION
AND ADAPTABILITY TO ALL KINDS OF CORRESPONDENCE; THE
ADVANTAGES OVER OTHER SYSTEMS AND REMARKS
ON LETTER FILING GENERALLY.

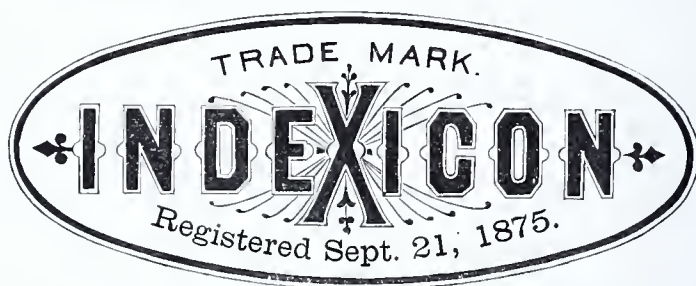
AMBERG'S "SELF-INDEXING" FILES AND BINDERS.

MERCANTILE SIZES.

THE cuts above represent three sizes of the ordinary files, for bills, letters and invoices. These are the sizes usually kept by stationers, and are greatly improved and simplified over the original files sold since 1870. They are made of black walnut of the sizes and for the purposes shown on pages 10 to 13.

The file is box shaped, the two sides and back serving as guages for exact filing, so that when bound the volume taken from it will present uniform and even edges. A pressing bar, running in grooves at the sides, holds the papers in place by means of coiled springs, operating against a fixed top piece, and is provided with a handle which is used to raise it in the process of filing, and also with holes so that an awl may be driven through the papers into corresponding holes in the bottom of the file. Each set of holes are slotted so that a piece of copper wire of Π shape when passed through may reach the papers. The method of binding is, however, fully illustrated on page 14.

Between the pressing bar and the bottom of the file is placed its most essential and distinguishing feature, known as "AMBERG'S"



So named in contradistinction to the ordinary index, the difference being this: that the leaves of the "Indexicon" are simply loose sheets, one for each letter of the alphabet, and between which the letters are filed in alphabetical order, without folding, and face upward. There is no necessity for indexing, as in other files, as the papers, by the very act of filing, are "self-indexed," or, in other words, systematically arranged, so that indexing is unnecessary. The use of paste or mucilage, numbering, indorsing or writing of names, folding, or impaling on hooks or needles, being entirely dispensed with. The leaves of the "Indexicon" being loose, allow any number of letters to be filed between any two of them, which adjust themselves to the correspondence. As papers are filed flat, the contents are exposed to view at a glance in referring; and any paper may be removed from the file by simply raising the pressing bar.

In the "Mercantile" sizes, the "Indexicon" leaves are simply lettered A, B, C, D, etc., thus making 25 divisions, sufficient for a small or ordinary correspondence; but in the Cabinet files, which are designed for a large correspondence, the divisions are more numerous, ranging from 150 to 3,000, or over, according to the number of files the Cabinet may contain. This brings us to

AMBERG'S CABINET LETTER FILES.

For the use of Wholesale Houses, Banks, Insurance and Railroad Companies—and, in fact, any business where a large correspondence must be taken care of.

The Cabinets are of very recent introduction, yet have become so popular

among the very best class of business houses, where they have been adopted, that it deserves much more than a passing notice. We would simply call the reader's attention to the class of firms using it, and numerous letters (which are appended), to be convinced of its advantages.

Presuming that the reader has made himself familiar with the system of filing, explained in the foregoing description of Amberg's Mercantile (or Single) File, we would say that the Cabinet system has all the merits, for a large correspondence, that one of the common files has for a very small one, which will be apparent from the following explanation:

The Cabinet consists of a case made of any desired size or shape, and holding any number of files, from six upward, according to the needs of the purchaser. For the purpose of comparison, we will describe a Cabinet of 30 files, of which a cut is here shown:



Each file is devoted, with few exceptions, to a single letter of the alphabet, those in the smaller Cabinets, however, comprise from two to six letters. Every file in the Cabinet contains an "Indexicon," especially adapted to its initial letter or letters, dividing the correspondence belonging to it into twenty-five parts, on the "directory" plan, the divisions of various ones being given on page 29. It necessarily follows that file "A" must have a different Indexicon from file "B," as the combinations of these letters are entirely different, and those of file "B," in turn, are different from file "C," and so on. Where two or more letters are combined in *one* file, as "I J," or "N O," for instance, the divisions are made in proportion to the relative frequency of names in each letter.

It will readily be seen that under this system the larger the Cabinet

the more filing spaces there will be, and consequently a greater facility of reference, as the correspondence is more minutely assorted. To illustrate: In looking for a letter from ROBERT BROWN, we refer to file B in the Cabinet, and turning to the classified Indexicon in that file to BRO, we will find it without having occasion to look at any letters excepting those commencing with BRO, hence it takes mathematically just $\frac{1}{25}$ of the time to find a letter than if all letters commencing with B were filed together, the letter B Indexicon, (like all the others in the series,) dividing the correspondence from parties whose names commence with B into 25 parts, and, on the principle that a man having 25 pigeon holes to file his correspondence alphabetically, has 25 times the system than another who has but one space to put them, we have in the Cabinet of 30 files, illustrated above, 30 times 25 or 750 times as much system as the latter, besides other advantages, which will appear hereafter.

In smaller Cabinets, of course, the divisions are not so numerous, but the proportions can readily be ascertained by multiplying the number of files in a Cabinet by 25, which is the number of divisions in each file, and you have the number of systematic divisions or compartments in the Cabinet. In larger Cabinets, of course, the advantage is still greater; but we have taken one of ordinary size for illustration.

In order to more readily comprehend the "directory" system of indexing, the reader is referred to page 29, where the divisions of several Indexicons are shown—one of a single letter, others designed for files used for a combination of letters (as in Cabinet on page 18), two showing the divisions of two Indexicons, which belong to two files, each holding but half the correspondence of one initial letter, and also a "Monthly" Indexicon. After examining these divisions, it will be seen that it is entirely different from the vowel system of indexing, which, at the most, could give but 6 unequal divisions, while this gives 25 for each letter or combination of letters, so made that they will be as near equal as it is possible to foresee.

We show, on page 30, how the letters of the alphabet may be divided into any number of files from five to thirty-two; and we keep constantly in stock all the labels in this list, and have Indexicons to correspond with each label, and are constantly adding to them as necessity requires.

One great feature of the Cabinet is that each file, although an integral part of the whole, is entirely independent of the others in its action. Each one of them, *when full*, should be bound up, as explained on page 14, or filed away in one of our filing cases, which avoids the necessity of binding. The volumes are numbered in rotation (see page 16), and the date of beginning and ending (readily ascertainable), with the volume number, are entered on a printed slip, pasted on the inside of the bottom of each file; each file is provided with this printed slip, which has reference only to *its own* bound volumes: so that, when we refer to any file in the Cabinet, and find that the correspondence sought for antedates the contents, the dates and numbers of

previously bound volumes *of that file*, which appear on its list, readily directs us.

The Indexicon is always allowed to remain in the volume filed away, to give equal facility for finding old correspondence. A new Indexicon is then put in the file thus emptied, and the filing goes on uninterruptedly. A list of Indexicons, duly numbered, is given on page 31.

Having already shown that one of our *ordinary* files, classifying papers systematically in 25 compartments, makes but one-twenty-fifth the work in referring to the *current* correspondence, and that a Cabinet of any given number of files (each properly sub-classified), still further increases the convenience in proportion to the number of files the Cabinet may contain, we have, also, the same advantage in looking over the *bound* volumes of *old* correspondence, having occasion to refer to but one volume in 30 *on an average*, when using a Cabinet of 30 files,—one in 48, when a Cabinet of 48 files is used, and so on, in proportion for all the different sizes of Cabinets; and of those so referred to, but one-twenty-fifth of each only need be examined: the letters being filed flat, and the contents exposed, the needed correspondence is found at once.

Papers of any size, postal cards, receipts, pamphlets and memoranda of all sizes and shapes can be as readily filed as if they were all of one size. This avoids the necessity and oftentimes the great inconvenience of looking up a chain of correspondence when filed in different ways; especially is this true of postal cards, which many keep separate, as they have no means of filing them with the regular correspondence of which they form a part.

We would urgently recommend the use of our filing cases, which are cheap, as a great improvement on binding, as they keep papers free from dust, look well and are durable and convenient. They are made to suit all our regular sizes of files, and are adapted to any of our systems. (See page 15.)

When, in addition to the above advantages, it is remembered that no pasting, folding, numbering, endorsing or writing of any kind is required in filing, and that after a little practice a boy, who can read writing well enough to sort letters, can afterwards file them with from five to fifteen times the rapidity of any of the systems in vogue among well regulated business houses, an idea of its value may be obtained. The inventor has repeatedly filed correspondence with which he was entirely unfamiliar at the rate of fifteen to twenty letters per minute.

The usual method of operating is first to sort the letters alphabetically in the files to which they belong; for this purpose the files are labeled on one end, and when turned endwise letters can readily be sorted in their respective files, after which they are put in their proper places in the Indexicon (see Cut on page 28). The peculiar lettering of the Indexicon will enable the operator to *detect* at once any *error* in sorting, and it is almost an impossibility to make anything but a willful mistake in filing.

In some kinds of business it is preferable to file by names of cities and towns, instead of the names of firms and individuals. The Indexicon is applicable to each, and of this the party using must be the judge. We would say, however, that where the correspondence is not from numerous places, the system of filing by individual names is better.

It will readily be seen that an invention of this kind is of the greatest possible benefit to business men, manufacturers, bankers, railway officials, etc., where economy of time and expense in filing is desirable; and especially in the unapproachable facility of reference which obtains with this system.

The Cabinet is as much a piece of furniture in an office as a desk, and as it is designed to be just as lasting, is not chargeable to expense, but should be considered as a part of the store or office furniture.

Files for any number of special purposes, properly labeled, can be added to those required for the alphabet. Many examples are given in the cuts; and the manner of indexing those most common, may be seen on page 32.

In the succeeding pages will be found cuts of many of our most popular sizes and styles, and these form but few of those we keep in stock, as the price-list will show. Any special size or shape will be made to order.

Parties writing for diagrams should state about the number of letters they receive in a given time, or how often they complete a volume in the system they use, the nature of the business, whether they make their own collections through local banks, or not, number of traveling salesmen, and a list of the correspondence they wish to keep separate, and its volume, as well as any peculiar requirements of their business, and we will aim to give them such a size, style and plan as our experience may suggest.

We ordinarily recommend such a size as will insure the holding of letters in each file, from three months to one year (according to the nature of the business). Of course, some of the files will fill up sooner than others, but that is no disadvantage, for reasons already stated—being, in this respect, an improvement on the pigeon-hole system especially, which necessitates the emptying of all the spaces at fixed periods, whereas we aim to keep all the recent correspondence before us, and to have the readiest means of systematic reference to the old without loss of time.

Where intending purchasers are in doubt as to its utility, or fear that it will not answer their purpose in every respect, we would say that, if it is not all we claim for it, they are at perfect liberty to return the same, freight, if any, prepaid, or, if after trial, it proves deficient *in any respect whatever*.

In conclusion we beg to say, that to describe a new article and to show its many advantages, necessarily requires much explanation if undertaken through the medium of the "printer's art," and may give the impression that it is difficult to operate or that it is a complicated system, which idea is entirely dispelled on a moment's examination of the article itself, which

in its operation is similar to finding a name in a directory after it is opened at the proper page—a knowledge of the alphabet and the ability to read names being all the qualifications needed on the part of the operator, to prove that

AMBERG'S CABINET LETTER FILE,

HAS THE FOLLOWING

ADVANTAGES:

Rapid Sorting and Filing,
Instantaneous Reference,
Accuracy of Work,
Systematic Classification,
Neatness and Compactness,
Unequalled Detail,
Simplicity and Uniformity,
Files Papers of any Size

DISPENSING WITH

All Outside Aids,
Mucilage and Pasting,
Folding and Endorsing,
Indexing and Numbering,
Purchasing Expensive Files.

PREVENTING

Waste of Time,
Unnecessary Expenditure,
Mutilation of Papers,
Misplacing of Letters,
Loss of Patience,
Handling Papers you don't want.

BRINGS

System,
Uniformity,
Order,
Cleanliness,
Compactness,
Neatness,
Economy,
Detail,
Dispatch,
Less Labor,
Every Possible Convenience.

AND, IN SHORT, BRINGS YOU

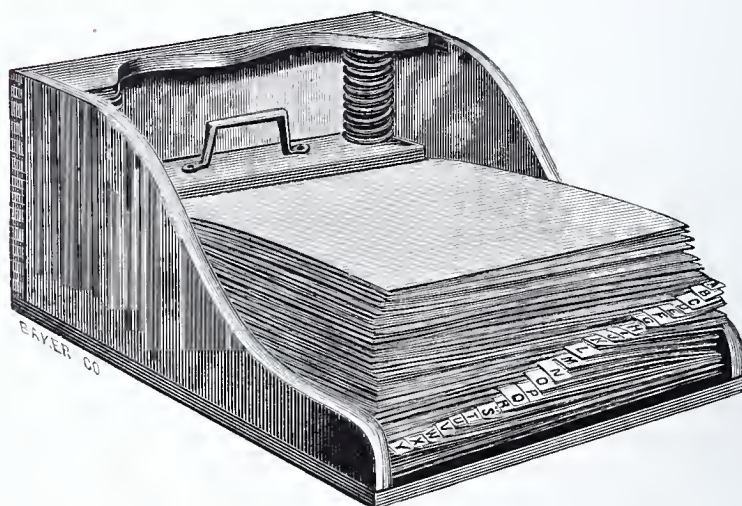
"FACE TO FACE" WITH YOUR CORRESPONDENTS.

AMBERG'S PATENT

"SELF-INDEXING"

BILL FILE AND BINDER.

NO. 1. SIZE, 7 x 9 INCHES INSIDE.



(Photographed on wood from File in actual use—nearly full.)

Height, $4\frac{1}{2}$ inches. Will hold 700 bills.

Designed to file all the smaller sizes of bills, from $\frac{1}{2}$ length ($\frac{1}{4}$ sheet cap) downwards, also receipts, memorandums, etc. Long bills can also be filed by folding once, face outward.

PRICE, No. 1, per Dozen, Complete.....	\$27.00	Retail, \$2.25 Each.
No. 101, Extra Indexions, per Doz....	3.00	" .25 "

COMMENTS.

For business houses in cities there is nothing so desirable and labor-saving as this file for filing "City bills." By its use, each firm's bills can be arranged in alphabetical order, and kept together in the order of date, ready for immediate checking when the statement is presented.

For binding directions, see page 14. For Filing Cases, to avoid binding, see page 15.

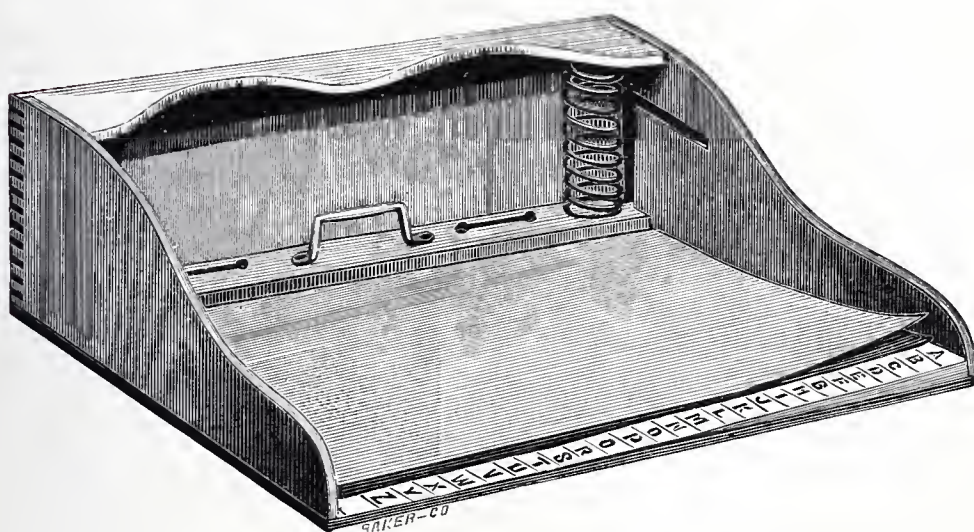
AMBERG'S PATENT

"SELF-INDEXING"

LETTER FILE AND BINDER.

NO. 2. SIZE, 9 x 11 INCHES INSIDE.

NO. 3. SIZE, 10 x 12 INCHES INSIDE.



Height, No. 2, $3\frac{3}{8}$ inches; No. 3, $3\frac{5}{8}$ inches. Capacity, 500 to 600.

These are used for filing all papers of letter and note sizes—also receipts, memorandums, postal cards, etc,

PRICES, No. 2, Files, 9 x 11 in., Complete....	per Doz. \$30.00	Each, \$2.50
No. 102, Extra Indexions, 9 x 11 in. “	4.20	“ .35
No. 3, Files, 10 x 12, Complete..... “	30.00	“ 2.50
No. 103, Extra Indexions, 10x12 in. “	4.20	“ .35

No. 3 is the size of files used exclusively in Cabinets.

Directions for binding on page 14.

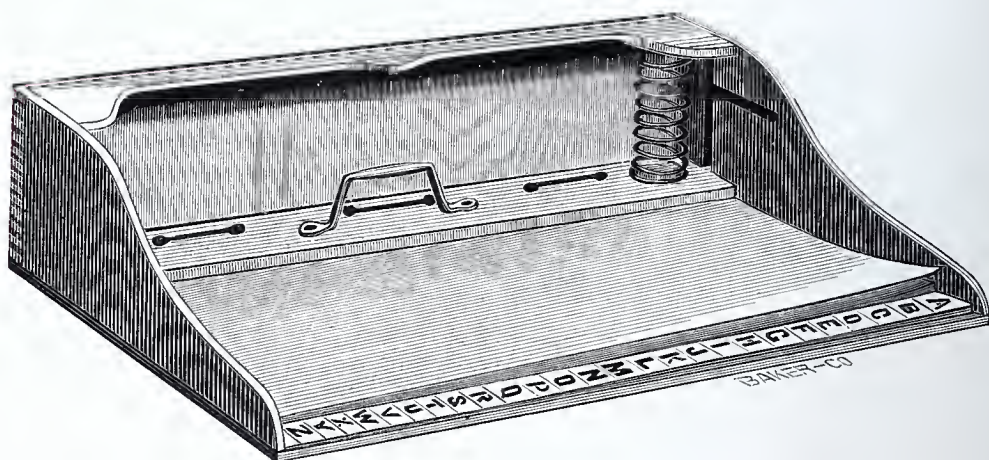
To file without binding, see “Filing Cases,” page 15.

AMBERG'S PATENT

"SELF-INDEXING"

INVOICE FILE AND BINDER.

NO. 4. SIZE, 9x14 INCHES INSIDE.



Height, $3\frac{3}{8}$ inches. Capacity, 500.

PRICE, No. 4, Complete.....	per Doz.	\$33.00	Each, \$2.75
No. 104, Extra Indexicons.....	"	4.80	" .40

Directions for binding, on page 14.

To file without binding, see "Filing Cases," page 15.

DIRECTIONS FOR FILING INVOICES.

The file being large enough to hold the largest invoices without folding, the small sizes should be evenly distributed between the top, center and bottom, so that, when full, it will make a volume of uniform thickness. In binding, the center holes are punched after the contents are withdrawn from the file.

AMBERGS PATENT

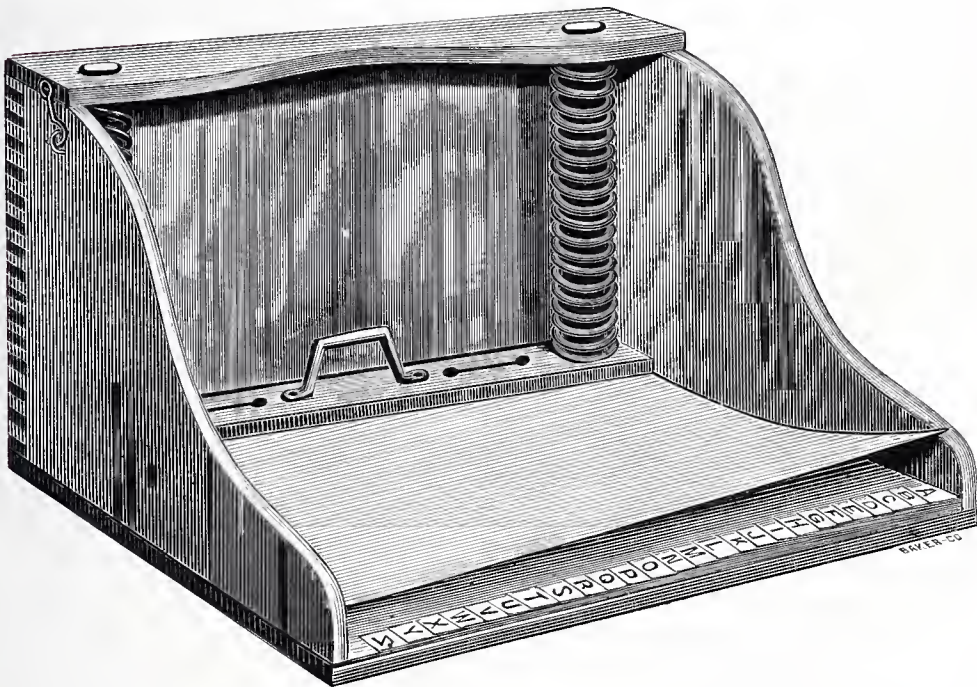
EXTRA HIGH, "SELF-INDEXING"

LETTER FILES.

NO. 5. SIZE, 9x11 INCHES INSIDE.

NO. 6. SIZE, 10x12 INCHES INSIDE.

Height, 6 1-4 inches—will hold 1500 Letters.



PRICES, No. 5, (9x11)	per Doz.	\$42.00	Each, \$3.50
No. 6, (10x12)	"	48.00	" 4.00

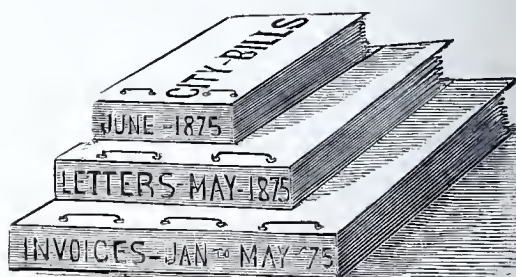
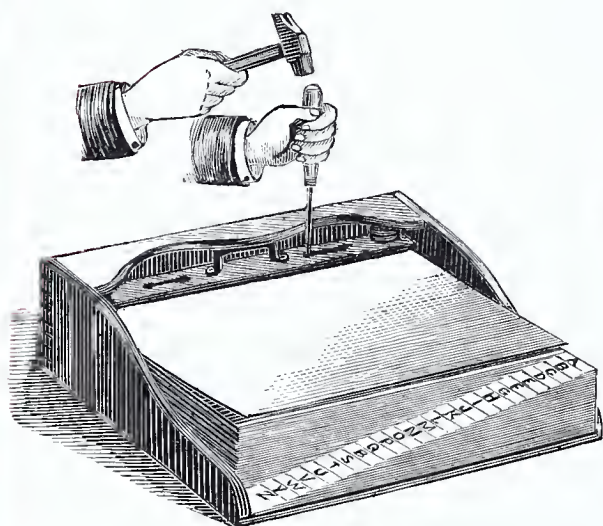
EXTRA INDEXICONS.

No. 102, (9x11)	per Doz.	\$ 4.20	Each, .35
No. 103, (10x12)	"	4.20	" .35

These Files are very substantially made of heavy material, and are designed for a large correspondence; but we would recommend the Cabinet Letter Files in preference. See subsequent pages.

DIRECTIONS FOR BINDING,

WHEN FILING CASES ARE NOT USED.



(APPEARANCE OF VOLUMES WHEN BOUND.)




Awls for Binding, etc.

Made expressly for this purpose—Length 8 inches
Put up in boxes with 1 dozen Wires. Price
25 cents each.

COPPER WIRES.

In boxes, - - 25 cents per box.

Place the File on a *solid* table or box, and be sure that the papers are properly filed against the back of the file, and evenly distributed; also, that so far as practicable they are placed either against the top or bottom edges. If your letters have been irregularly filed, or have been carelessly handled, take them out "in bulk," turn them upside down, take out bar and springs, and place the papers in properly, one by one, (or a few at a time) which will take but a few moments, then replace the bar and springs, and drive the awl through the holes in the bar to the corresponding ones in the bottom, and insert the copper wires  shape through each set of holes, and twist the wires with a pair of pliers. Secure the end of each wire by punching a small hole near the edge and turning in the points, as shown on the bottom of the following cut. *An assistant should hold the papers while being punched to prevent them from shifting.*



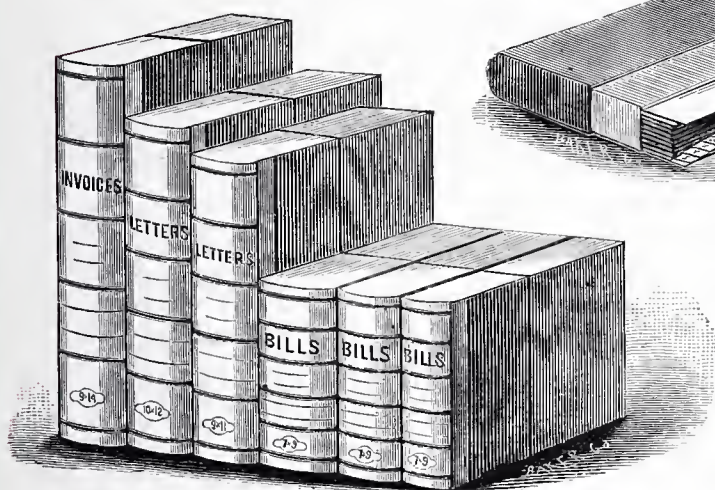
METHOD OF TWISTING WIRES AND OF ENDORSING BOUND VOLUMES
WHERE A SINGLE FILE IS USED.

For method of Indorsing Volumes taken from Cabinet files, see p. 16.
See cuts of Filing Cases on next page.

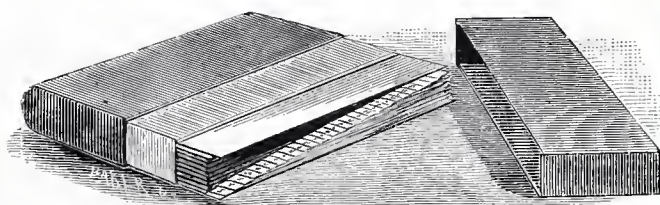
AMBERG'S NEW FILING CASES

TO OBVIATE THE NECESSITY OF BINDING,

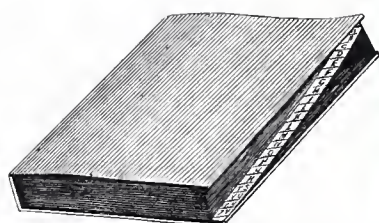
ALLOW LETTERS AND PAPERS TO BE WITHDRAWN AND REPLACED AT ANY TIME,
AND TO KEEP THEM IN A NEAT, TASTY, AND PERMANENT
CONDITION FREE FROM DUST.



Cut No. 1.



Cut No. 2.



Cut No. 3.

Cut No. 1 shows the relative sizes. Cut No. 2 shows a Filing Case filled, with the cover slipped off to give access to contents. Cut No. 3 shows the contents of a Letter File placed in a heavy wrapper, before being put in the Filing Case. (Wrappers are furnished with each case, to enable the contents to be drawn partially or entirely out for examination.)

DESCRIPTION.

The three largest Filing Cases are designed to hold the contents of Files Nos. 4, 3 and 2, when *full*, and are used only for this purpose to avoid the necessity of binding, over which it has advantages and requires no labor—the contents being taken out of the File, placed in a wrapper (as shown in cut 3) and slipped in the case, after which the cover is put on and the volume properly endorsed.

Those for Bills are of three thicknesses, as the contents of these Files vary, being filed away by months or other fixed periods. *These Filing Cases are not designed to be used except in connection with Files.*

SIZES AND PRICES.

No. 201, N. (narrow), for contents of File No. 1, 7x9, per Doz.	\$3.60	Each,	.30
No. 201, M. (medium),	" " 7x9, "	3.60	" .30
No. 201 W. (wide),	" " 7x9, "	3.60	" .30
No. 202,	" No. 2, 9x11, "	3.90	" .35
No. 203, (Cabinet size)	" No. 3, 10x12, "	4.20	" .35
No. 204,	" No. 4, 9x14, "	4.50	" .40

MECHANICAL CONSTRUCTION.

FILES.

ALL of our Files are made of thoroughly-seasoned black walnut, hard finished with shellac, so as not to show scratches or retain dust; all the parts being substantially put together. The handles and springs are of brass. The labels are of walnut-colored paper, with gilt lettering. An Indexicon accompanies each file.

THE CABINETS

Are made of black walnut in all parts exposed to view—the hidden portion of the partitions and shelves only being of white wood. The sides are paneled and veneered with French walnut, as are also the panels of the doors. The back is of black walnut, paneled. All shelves are thoroughly grooved in and glued, the whole being substantially made, and forms a handsome piece of office furniture. The trimmings are all of the best, mostly brass. The only size of files used in Cabinets is the 10 x 12 inch (cut on page 11); but other sizes will be made, if needed.

THE INDEXICONS

Are made of plain, firm paper, and provided with two press boards, on top and bottom, which serve for covers in binding. (See page 4.)

THE FILING CASES

Are of heavy box board, built upon a wooden back, so as to stand any amount of wear they are likely to get. (Cuts on page 15.)

METHOD OF NUMBERING AND INDORSING FILING CASES OR BOUND VOLUMES TAKEN FROM **CABINET** FILES ONLY.

Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.	Letters.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
S	M	H	B	C	W	R	F	G	D	PQ	A	E	L	K	S

The above diagram represents 16 volumes, showing the order in which they have been taken from the Cabinet files. No dates are necessary, as each file in the Cabinet has an index to its own bound volumes, giving dates of beginning and ending of each. Few volumes are handled in looking for old correspondence, and each of these is divided into 25 parts by means of the Indexicon.

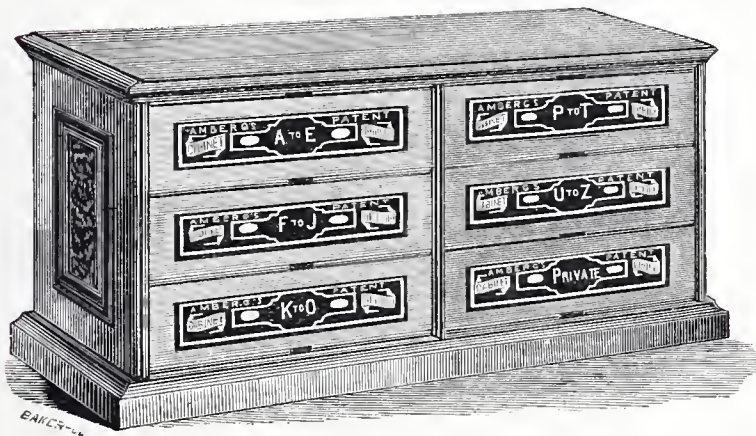
AMBERG'S PATENT

"SELF-INDEXING"

CABINET LETTER FILES.

6 FILES. (No. 23.) WITHOUT DOORS.

150 COMPARTMENTS OR FILING SPACES.



The above cut represents the smallest Cabinet we make; the alphabet being divided into five parts, one file to each; the remaining file is devoted to private letters. Each file contains within it an Indexicon of self-adjusting, loose leaves, dividing its correspondence into 25 parts. The private file has the ordinary alphabetical Indexicon.

Locks can be put on private files at a slight expense.

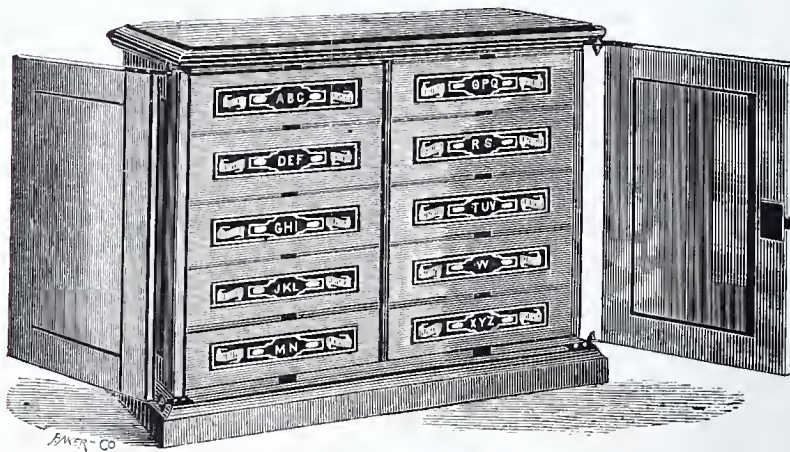
DIMENSIONS: Height, 1 foot, $4\frac{1}{2}$ inches.
 Width, 2 feet, $6\frac{1}{2}$ inches.
 Depth, 13 inches.

The divisions of the Indexicon for File "A to E," may be seen on page 29. Price-List on page 33.

AMBERG'S PATENT "SELF-INDEXING" CABINET LETTER FILES.

10 FILES. (NO. 25.) WITH DOORS.

250 FILING SPACES OR COMPARTMENTS.



In the above Cabinet all the files are devoted to regular correspondence. The alphabet may be comprised in 5, 6, 7, 8 or 9 files, and the remainder used for special purposes.

See table of divisions on page 30.

Lettering of Indexicons for files "D E F" and "R-S" on page 29.

DIMENSIONS: Height, 2 feet.

Width, 2 feet, 6½ inches.

Depth, 1 foot, 1¼ inches.

Price-list on page 33. General description of Cabinets on pages 3 to 9.

AMBERG'S PATENT

"SELF-INDEXING"

CABINET LETTER FILES.

24 FILES. (NO. 212.) WITHOUT DOORS.

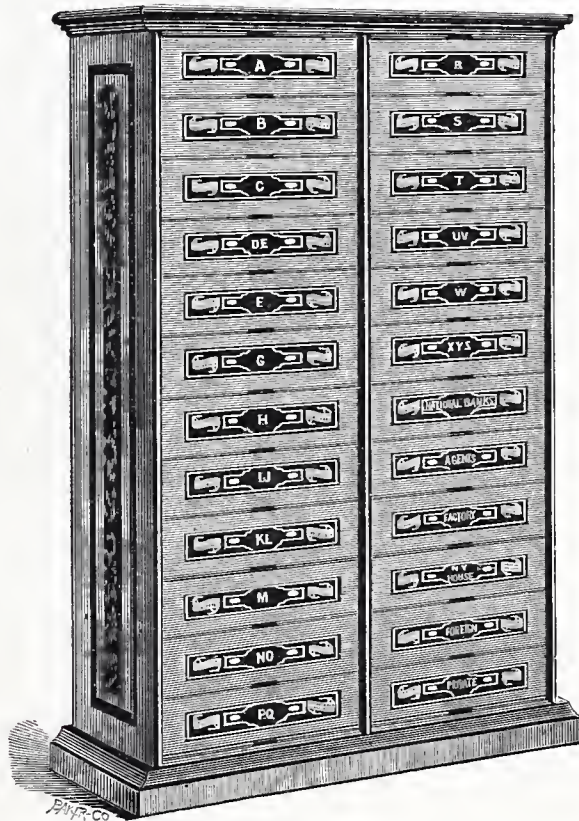
600 FILING SPACES.

DIMENSIONS.

Height,
4 feet, 3 inches.

Width,
2 feet, 6½ inches

Depth,
13 inches.



Designed
to go between
Windows,
or for
Offices having
but little
room to spare.

In the above Cabinet, 18 files are devoted to regular correspondence, allowing one file to each important letter of the alphabet, and one each to "Banks," "Agents," "Factory," "New York House," "Foreign," and "Private" letters, each with an appropriate Indexicon. Any desired arrangement of lettering may be used instead. These can be built of any desired number in height.

Price-list on page 33. Divisions of File "B," on page 29.

AMBERG'S PATENT "SELF-INDEXING" CABINET LETTER FILES.

24 FILES. (NO. 38.) WITH DOORS.

600 CLASSIFIED COMPARTMENTS.



In the above Cabinet, 21 files are used for the regular correspondence, one each for Banks, Price-lists and Salesmen. Can be lettered for any number of special files. See divisions for files on page 30.

DIMENSIONS: Height, 2 feet, 11 inches.
Width, 3 feet, 8 inches.
Depth, 1 foot, 1 $\frac{1}{4}$ inches.

Price-list on page 33.

General description of Files and Cabinets on pages 3 to 9.

AMBERG'S PATENT

"SELF-INDEXING"

CABINET LETTER FILES.

30 FILES. (NO. 310.) WITHOUT DOORS.

750 FILING SPACES.



The above is a representation of a 30-file Cabinet, and is about the average size ordered by wholesale houses, as it allows a file to each letter, with few exceptions, and has a sufficient number left for special purposes generally. In the above, 5 files are devoted to salesmen's letters, their names being written on the leaves of blank Indexicons, and their letters thus kept separate, or they may be filed by names of their customers by using the "regular" Indexicon.

DIMENSIONS: Height, 3 feet, 7 inches.

Width, 3 feet, 8 inches.

Depth 13 inches.

Price-list on page 33. Full description on pages 3 to 9.

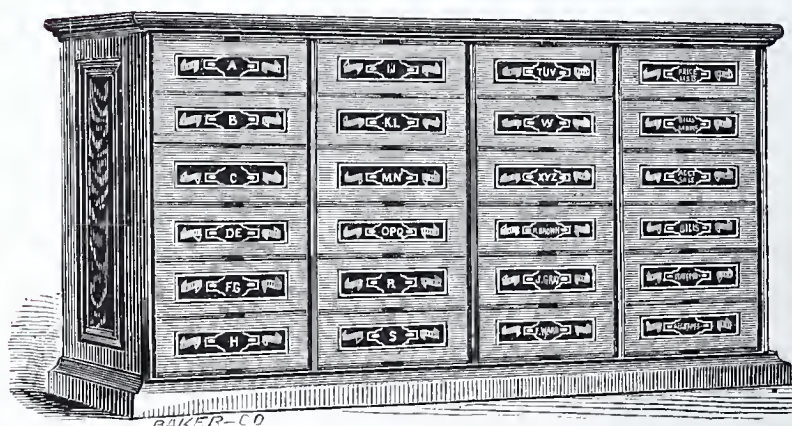
AMBERG'S PATENT

"SELF-INDEXING"

CABINET LETTER FILES.

24 FILES. (NO. 46.) WITHOUT DOORS.

600 INDEXED FILING SPACES.



In the above Cabinet, 15 files cover the alphabet, while one each is devoted to "Banks," "J. Gray," "F. Ward," "Price-Lists," "Bills Lading," "Account Sales," "Bills," "Statements" and "Receipts." Where a file is devoted entirely to one salesman, the ordinary Indexicon is generally used, and orders filed by the names of his customers.

DIMENSIONS: Height, 2 feet, 4 inches.

Width, 4 feet, 9½ inches.

Depth, 13 inches.

Price-list on page 33.

See general description of Files and Cabinets, on pages 3 to 9.

AMBERG'S PATENT

"SELF-INDEXING"

CABINET LETTER FILES.

36 FILES. (NO. 49.) WITH DOORS.

900 COMPARTMENTS OR FILING SPACES.



The above cut is taken from a Cabinet made for a manufacturing establishment, employing eighty agents. Eighteen files are used for general letters, nine for agents, and nine for miscellaneous purposes. The agents' files are supplied with Indexicons having blank margins, on which their names are written. It has capacity for 18,000 letters, and ordinarily contains 10,000, as volumes are constantly being filed away as files become full.

DIMENSIONS: Height, 3 feet, 3 inches.

Width, 4 feet, 9½ inches.

Depth, 13¼ inches.

Price-list on page 33.

AMBERG'S "SELF-INDEXING" CABINET LETTER FILE.

32 FILES. (NO. 48.) WITHOUT DOORS.

DESIGNED TO HOLD CORRESPONDENCE RECEIVED BY Manufacturers, Dealers, or Corporations FROM GENERAL AGENTS.	ALBANY.	HARTFORD.	PITTSBURGH.	MONTREAL.	ARRANGED WITH Monthly, Semi-Monthly, Weekly, or Daily INDEXICONS, AS REQUIRED.
	BALTIMORE.	INDIANAPOLIS.	PROVIDENCE.	DUBLIN.	
	BOSTON	MEMPHIS.	RICHMOND.	GLASGOW	
	BROOKLYN	MILWAUKEE.	SAN FRANCISCO.	HAMBURG.	
	CHICAGO.	NEW HAVEN.	SAVANNAH.	LONDON.	
	CINCINNATI.	NEW ORLEANS.	ST. LOUIS.	PARIS.	
	CLEVELAND.	NEW YORK.	ST. PAUL.	ROME.	
	DETROIT.	PHILADELPHIA	UTICA.	VIENNA.	
	GENERAL AGENCIES.				

The above diagram is taken principally from a Cabinet made for a Sewing Machine Company, and is adapted only to the correspondence of General Agents. The Indexicons are dated, dividing the correspondence by months, half-months, weeks or days, as the individual needs of each File may require. The same system may be applied to any number of Files in the usual Cabinets, in connection with miscellaneous correspondence.

SIXTY-SIX FILE CABINET.—DESIGN FOR EXTENSIVE BANKING.

1650 Compartments or Filing Spaces.

A	GA TO GL	ME TO MI	SN TO SY	CINCINNATI.	WASHINGTON.
BA	GD TO GY	MO TO MY	T	CLEVELAND.	CANADA.
BE TO BL	HA	N	U-V	DETROIT.	DUBLIN.
BD TO BR	HE	NE W	WA TO WH	INDIANAPOLIS.	LONDON.
BU TO BY	HI TO HY	O	WI TO WY	MILWAUKEE.	PARIS.
CA TO CL	I-J	P-Q	X-Y-Z	NEW YORK.	VIENNA.
CO TO CY	KA TO KI	RA TO RI	ALBANY.	PHILADELPHIA	FOREIGN MISCELLANEOUS.
DA TO DI	KL TO KY	RD TO RY	BALTIMORE.	PITTSBURGH.	NEW YORK CORRESPONDENT.
DO TO DY	LA-LE	SAINT	BOSTON.	PROVIDENCE.	BOSTON CORRESPONDENT.
E	LI TO LY	SA TO SC	BUFFALO.	SAN FRANCISCO.	PRESIDENT.
F	MA-MC	SE TO SM	CHICAGO.	ST. LOUIS.	CASHIER.

In this plan, with Directory Indexicons, the filing is done preferably by names of cities and towns; prominent cities having files specially devoted to them, which are sub-indexed so that letters from different parties in the same city may be kept separate. Two or more files may be lettered for special correspondents, and their letters kept in chronological order by means of dated indexicons. The foregoing plan may be enlarged or reduced to any extent to suit business requirements.

NOTE.—We prefer to file letters from Banks by names of towns, thus avoiding reference to the Bankers' Directory for names or titles, the distribution of letters being almost as great; and by allotting files to large cities, which allows a further classification by name, by means of the regular indexicon, we have a thorough and uniform system. Where Bankers prefer to index by names only, the system would be the same as for a mercantile business.

DIAGRAM OF A SEVENTY-TWO FILE CABINET FOR LETTERS.

For a very large business. 1800 Compartments or Filing Spaces.

AA TO AM 12	CE-CH 11	FA-FE 11	HI 9	LO TO LY 15	PA TO PH 22	SE-SH 17	WE 13
AN TO AZ 12	CI-CL 10	FI-FL 13	HO 17	MA 23	PI TO PY-Q 20	SI TO SM 18	WH-WI 23
BA 18	CO 23	FO TO FY 18	HU-HY 9	MC 27	RA 9	SN TO SQ 9	WO TO WY 9
BE 18	CR TO CY 12	GA-GE 13	I-J 28	ME 12	RE 16	ST 22	X-Y-Z 6
BI-BL 9	DA 10	GH TO GO 16	KA-KE 22	MI 12	RH-RI 9	SU TO SY 9	BANKS A TO E
BO 12	DE 10	GR TO GY 17	KI TO KN 14	MO 15	RO 13	TA TO TH 16	BANKS F TO J
BR 19	DI-DO 15	HAA TO HAN 17	KO TO KY 16	MU-MY 12	RU-RY 8	TI TO TY 12	BANKS K TO O
BU-BY 17	DR TO DY 11	HAP TO HAZ 16	LA 17	N 19	SA 8	U-V 13	BANKS P TO S
CA 17	EE 19	HE 15	LE TO LL 16	O 22	SC 22	WA 16	BANKS T TO Z

The above Cabinet is sufficiently large for almost any business house—having the alphabet divided into sixty-seven files. Each file being subdivided into twenty-five parts by means of sixty-seven indexicons—no two being alike. The remaining five files are devoted to Bankers' letters, which are filed preferably by names of towns, in a series of directory indexicons.

The Figures in the diagram indicate the number of DIFFERENT NAMES in every thousand which are likely to fall to each file.

DIAGRAM SHOWING SEVEN SECTIONS OF A GOVERNMENT CABINET LETTER FILE.

The whole containing 85 Sections, of 10 Files each, each File having a 25 leaf "regular" indexicon, making 21,250 filing spaces.

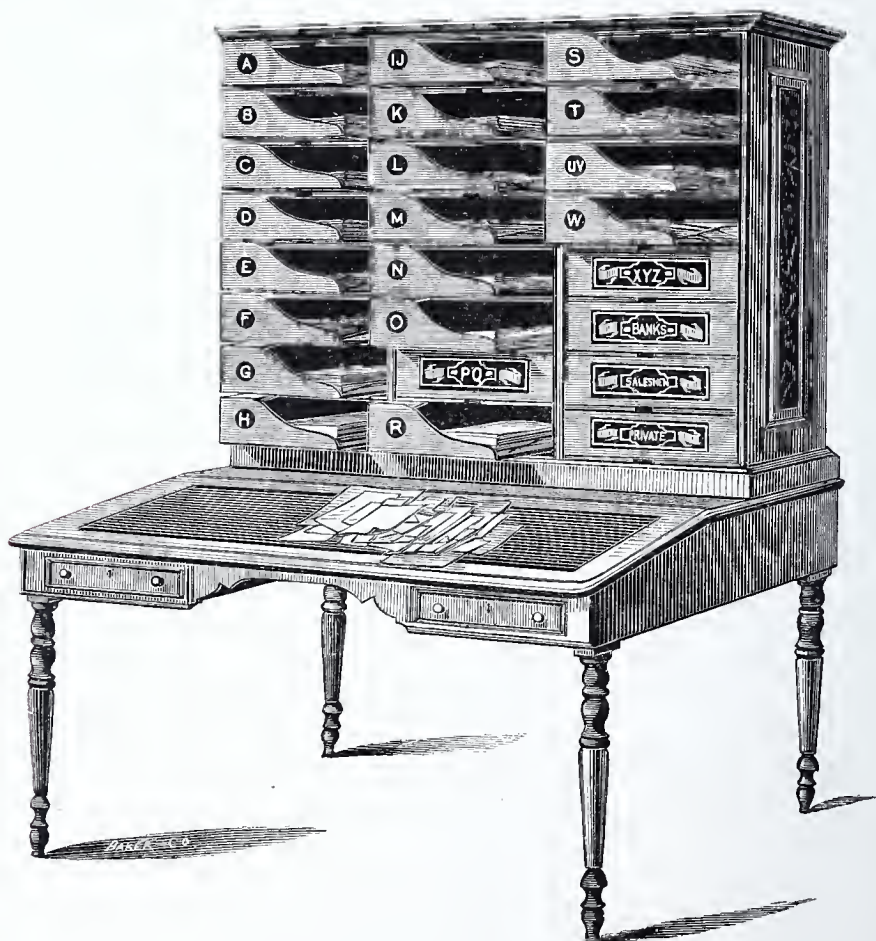
GEORGIA.		IDAHO.		ILLINOIS.		IND
A	L	A-B	A	I	ROCKFORD	A
B	M	C-D	B	J	ROCK ISLAND	B
C	N-O	E-F-G	C	K	S	C
D	P-Q	H-I-J	CHICAGO	L	SPRINGFIELD	D
E	R	K-L	D	M	T	E
F	S	M-N-O	E	N	U	F
	T-U-V	P-Q-R	F	O	V	G
H	W	S-T	G	PEORIA	W	H
I-J	X-Y-Z	U TO Z	GALESBURG	P-Q	X-Y-Z	I
K	SPECIAL	SPECIAL	H	R	SPECIAL	INDIANAPOLIS.

The above Cabinet gives a triple classification, the first by State, the second by Town, and the third by the writer's name. For example, a letter from Postmaster D. H. Slagle, Marseilles, Illinois, would go in Illinois section, M File (for Marseilles), and over letter S (for Slagle) in the Indexicon within that file. This system is very comprehensive, and can be condensed to any extent to meet the wants of a large business. Equal facility of reference can be obtained by using "directory" Indexicons, treating the Files for each State as a separate Cabinet, and filing by names of Individuals or names of Cities as desired. We would prefer to make a special design for all large Cabinets, to meet the peculiarities of business. Estimates furnished.

Directions for Sorting and Filing.

"SORTING" LETTERS IN CABINETS.

To avoid the necessity of handling every time a letter is to be put away, the files are marked on the end, and when placed endwise in the case a preliminary sorting can be made whenever a batch of letters is to be filed. After which follow the



GENERAL DIRECTIONS FOR FILING.

Turn to the proper space of the Indexicon and place the sheet to be filed about half way in, then raise the bar with your left hand, and with your right (finger-tips being slightly moist) you can easily move it to its proper position. Always file papers *against* the back, and they will never slip out.

POSITION OF SHEETS IN FILING.—Letter heads and sheets are always filed on the side. Note sheets with printed headings, file with printed head outward, as they are more easily read than written names, otherwise use your own judgment. Invoices and bills, postal cards and the like, should always be filed with left margin inward. Papers should not be filed so as to project over the index letters.

SPECIMEN DIVISIONS OF INDEXICONS

—IN—

Amberg's "Directory System" of Indexing.

TWENTY-FIVE DIVISIONS TO EACH, WHETHER FOR A FILE FOR ONE INITIAL LETTER,
SEVERAL IN COMBINATION, OR PARTS OF LETTERS IN DIVISION.

File B.	File R S.	File D E F.	File A to E.	File Sa to Sh.	File Si to Sy.	Monthly Indexicon.
To Duplicate this Indexicon order No. 2.	To Duplicate this Indexicon order No. 38.	To Duplicate this Indexicon order No. 41.	To Duplicate this Indexicon order No. 52.	To Duplicate this Indexicon order No. 92.	To Duplicate this Indexicon order No. 93.	To Duplicate this Indexicon order No. 61.
BAA TO BAK	RA	DAA TO DAL	AA TO AD	SAA TO SAL	SIA TO SIM	DEC 187
BAL	REA TO REI	DAM TO DAU	AE TO AL	SAM TO SAN	SIN TO SIZ	NOV 187
BAM TO BAP	REK TO REZ	DAV TO DAZ	AM TO AN	SAP TO SAU	SK SL	OCT 187
BAR	RH	DEA TO DEM	AO TO AZ	SAV TO SAZ	SMA SME	SEP 187
BAS	RI	DEN TO DEZ	BAA TO BAR	SCA SCE	SMITH A to G	AUG 187
BAT BAU	ROA TO ROL	DI	BAS TO BAZ	SCHA	SMITH H to M	JUL 187
BAV TO BAZ	ROM TO ROZ	DO	BEA TO BEM	SCHE	SMITH N to Z	JUN 187
BEA TO BEC	RU	DR	BEN TO BEZ	SCHI	SMI TO SMY	MAY 187
BED TO BEK	RY	DU	BI BL	SCHL	SN	APR 187
BEL	SAINT OR ST	DW DY	BO	SCHM	SO	MCH 187
BEM BEN	SAA TO SAM	EA	BR	SCHN	SPA TO SPE	FEB 187
BEP TO BER	SAN TO SAZ	ED	BU BY	SCHO	SPI TO SPY	JAN 187
BES TO BEZ	SCA TO SCHL	EE TO EK	CA	SCHU	SQ SR	DEC 187
BI	SCHM TO SCHY	EL	CE	SCHW SCHY	ST. OR SAINT	NOV 187
BLA BLE	SCI TO SCY	EM TO ER	CH	SCI TO SCY	STAA TO STAM	OCT 187
BLI TO BLY	SE	ES TO EZ	CI CL	SEA TO SEE	STAN TO STAZ	SEP 187
BOA TO BOL	SHA SHE	FA	CO	SEF TO SEL	STEA TO STEI.	AUG 187
BOM TO BOZ	SHI TO SHY	FE	CR	SEM TO SEZ	STEL TO STEU	JUL 187
BRA	SI TO SK	FIA TO FIR	CU CY	SHA	STEV TO STEZ	JUN 187
BRE	SL TO SM	FIS TO FIZ	DA	SHEA TO SHEI	STI TO STO	MAY 187
BRI	SMITH	FL	DE	SHEL TO SHEP	STR TO STY	APR 187
BRO	SN TO SQ	FOA TO FOR	DI DO	SHER TO SHEZ	SU	MCH 187
BRU BRY	STA STE	FOS TO FOY	DR TO DY	SHI	SW SY	FEB 187
BU	STI TO STY	FRA TO FRE	EA TO EL	SHL TO SHY		JAN 187
BY	SU TO SY	FRI TO FRY	EM TO EZ			
	FU TO FY					

File from bottom upward and commence next volume with unused sheets.

The divisions by horizontal lines indicate the lettering of the loose leaves of the Indexicons between which the letters are filed. The divisions are as uniform as practicable for use, being based on mathematical computation; yet divisions are made to give prominence to combinations occurring frequently. Where an important new combination occurs it is put in heavier type to catch the eye.

SCALE OF ALPHABETICAL DIVISIONS;

Showing the most uniform combinations and divisions of the letters of the Alphabet in from five to thirty-two parts, for Cabinets containing six or more Files; indicating the arrangement of the Alphabet in a Cabinet of any ordinary size, after the number of "special" Files needed has been determined.

EXPLANATION.

The figures in the left hand column show the number of files devoted to the alphabet on the corresponding lines. The figures in heavy-faced type at the heads of columns indicate the number of Files in various Cabinets. Those in small type directly underneath indicate the number of Special Files which may be obtained with the arrangement of the alphabet on the corresponding lines. The different Alphabetical divisions show the lettering of the various files. Each file has an Indexicon, subdividing the correspondence pertaining to its title into twenty-five parts. Specimens showing divisions of several Indexicons (in miniature) on page 29.

Files to Alphabet.	Divisions of Alphabet. (Labels on Files.)	Files in Cabinet.	6	10	12	15	18	21	24	27	30	32
5	A to E	F to J	K to O	P to S	T to Z	T to Z	T to Z	T to Z	T to Z	T to Z	T to Z	T to Z
6	A to D	E to H	I to L	M to Q	R to S	T to Z	T to Z	T to Z	T to Z	T to Z	T to Z	T to Z
7	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
8	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
9	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
10	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
11	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
12	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
13	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
14	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
15	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
16	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
17	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
18	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
19	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
20	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
21	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
22	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
23	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
24	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
25	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
26	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
27	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
28	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
29	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
30	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z
31	A B C	D E F	G H I	J K L	M N O	P Q R	S T U	V W X	Y Z	Y Z	Y Z	Y Z

A more Extended List of Divisions may be had on Application.

LIST OF “DIRECTORY” INDEXICONS. FOR CABINETS.

Size, 10 x 12 inches. 25 Leaves Each. Price, per dozen, \$4.20.

<i>For Files Labeled.</i>	<i>Order No.</i>	<i>For Files Labeled.</i>	<i>Order No.</i>	<i>For Files Labeled.</i>	<i>Order No.</i>	<i>For Files Labeled.</i>	<i>Order No.</i>	<i>For Files Labeled.</i>	<i>Order No.</i>	<i>For Files Labeled.</i>	<i>Order No.</i>
A to K....	222	Co to Cy...	69	Ga-Ge....	137	Kl to Ky..	81	O.....	15	Sl to Sy...	93
A to G....	221	Cr to Cy...	124	Ga to Gl..	76	Ko to Ky..	154	P to T....	57	Sm.....	192
A to E....	52	D E F.....	41	Gi to Go...	138	L to Q....	225	P to S....	172	Su to Sq...	193
A to D....	51	D E.....	30	Go to Gy..	77	L to Z....	226	P Q R....	49	Su to Sy...	194
A B C.....	40	D.....	4	Gr to Gy..	139	L.....	12	P Q.....	37	St.....	195
A B.....	28	Da.....	126	H to N....	224	La.....	156	Pa.....	173	Saint.....	103
A.....	1	Da-De...	127	H I J.....	44	La-Le....	82	Pa to Ph..	88	St to Sy...	196
Aa to Am	64	Da to Di..	70	H.....	8	Le-Li..	157	Pe to Ph..	174	Su to Sy...	197
An to Az..	65	De.....	128	Haa to Han..	140	Li to Ly..	83	Pito Py-Q	89	T to Z....	58
B.....	2	Di-Do....	129	Hap to Haz..	141	Lo to Ly..	158	R to Z....	228	T U V.....	50
Ba.....	108	Di to Dy..	130	Ha.....	142	M N O....	46	R S.....	38	T.....	20
Ba to Bl..	66	Do to Dy..	71	Ha-He....	78	M N.....	35	R.....	18	Ta to Th..	94
Be.....	109	Dr to Dy..	131	He.....	143	M.....	13	Ra.....	176	Ti to Ty..	95
Bi-BI....	110	E to H....	53	Hi.....	144	M exclud'g Me	26	Ra-Re....	177	U to Z....	59
Bo.....	111	E F G....	42	Hi-Ho....	145	Ma.....	160	Re.....	178	U V.....	39
Bo to Br..	112	E F.....	31	Hi to Hy..	79	Ma-Mc....	84	Ra to Ri..	90	U.....	21
Bo to By..	67	E.....	5	Ho.....	146	Mc.....	103	Rh-Ri....	179	V.....	22
Br.....	113	Ea to El..	72	Hu-Hy... 147		Me.....	162	Ro.....	180	W to Z....	60
Bu to By..	114	Em to Ez	73	I to L.....	55	Me to Mi..	163	Ro to Ry..	91	W.....	23
C D.....	29	F to K....	223	I J.....	33	Me to My..	85	Ru-Ry....	181	Wa.....	210
C.....	3	F to J.....	54	I.....	9	Mi.....	164	S T.....	62	Wa to Wh	96
Ca.....	117	F G.....	32	J K L.....	45	Mo.....	165	S.....	19	We.....	211
Ca to Cl..	68	F.....	6	J.....	10	Mo to My..	166	Sa.....	184	We-Wh..	212
Ce-Ch....	118	Fa-Fe....	134	K to O....	56	Mu-My....	167	Sa-Se....	185	Wh.....	213
Ce to Cl...	119	Fa to Fl..	74	K L.....	34	N O P.....	47	Sa to Sh..	92	Wh-Wi...	214
Ci-Cl.....	120	Fi to Fl..	135	K.....	11	N O.....	36	Se.....	186	Wi.....	215
Co.....	121	Fo to Fy..	75	Ka-Ke....	152	N.....	14	Se-Sh.....	187	Wi to Wy	97
Coa to Con	122	G H I.....	43	Ka to Ki..	80	O to Z....	227	Se to Sm..	188	Wo to Wy	216
Coo to Coz	123	G.....	7	Ki to Kn..	153	O P Q....	48	Si to Sq...	191	X Y Z....	24

List of Regular and Miscellaneous Indexicons on next page.

LIST OF
REGULAR "INDEXICONS" FOR "MERCANTILE" FILES.

ALSO,

Dated and Blank "Indexicons" for "Cabinet" Files.

Regular Indexicons.			Dated Indexicons.			Blank Indexicons.			Additional Press Board Covers	
SIZES.	No.	Price per Doz.	DIVISIONS.	No.	Price per Doz.	LEAVES.	No.	Price per Doz.	SIZES.	Per Doz. Pairs
7 x 9 inches	101	3.00	Daily (Good for 31 days)	63	4.80	25 leaf	220	4.20	7 x 9 inches	.40
9 x 11 “	102	4.20	Weekly. (1-4mo.) (Good for 6 months)	99	4.20	12 “	221	2.40	9 x 11 “	.60
10 x 12 “	103	4.20	Semi-Monthly (Good for 1 year)	98	4.20	6 “	222	1.50	10 x 12 “	.60
9 x 14 “	104	4.80	Monthly (Good for 2 years)	61	4.20	X Y Z Indexicon has 13 blank lvs.	24	4.20	9 x 14 “	.75
									Cabinet Size	.60
THE ABOVE ARE EXCLUSIVELY FOR CABINETS.										
Regular Indexicons for Scotland and Ireland, (with leaf for Mac and Mc.) are numbered 301, 302, 303 and 304, respectively.										

HOW FILES FOR "SPECIAL" CORRESPONDENCE MAY BE INDEXED.

- 1st.—For any file marked "PRIVATE," "PRICE LISTS," "STATEMENTS," "RECEIPTS," "CONTRACTS," "APPLICATIONS," &c., the name of any TOWN or locality, use the
—or if marked "ATTORNEYS," "SALESMEN," "AGENTS," &c., use the

REGULAR
(alphabetical)
INDEXICON.

and file by names of correspondents.

and file by names of customers.
- Files marked "BANKS," should be indexed by TOWNS, to avoid necessity of referring for names.
- 2d.—For files bearing the name of any heavy correspondent, or the correspondence of one party desired to be kept in a separate file, such as "BRANCH HOUSE," "FACTORY," "CHICAGO AGENCY," "GENERAL SUPERINTENDENT," or files devoted to one resident agent, &c., use the

DATED
INDEXICON.

dividing by months, half months, weeks or days, according to volume of correspondence, and file accordingly.
(See list above.)
- 3d.—If you have many salesmen, but do not wish a file for each one, you can use as many files as will run uniformly with your other correspondence, labeling them as per scale on page 30, and use the

BLANK LEAF
INDEXICON.

6, 12 or 25 blank leaves. Write name of each on a leaf, and so separate them.
(See Cabinet on page 23.)
- 4th.—If you make a great many collections through bankers, requiring 5 or more files, use the

DIRECTORY
INDEXICON.

and file by names of towns.
(See Cabinet on page 26.)
- NOTE.—We furnish all files with appropriate Indexicons, which indicate the way filing should be done; no danger of making errors in filing. The above rules are not arbitrary, and the purchaser can have any system of indexing he desires.

MANUFACTURING ESTABLISHMENTS.—Continued.

NAME.	BUSINESS.	LOCATION.	Size of Cabinet.
Sheldon & Slosson.....	Marble Workers.....	West Rutland, Vt.....	30 Files.
John T. Noye & Son....	Mill Furnishers.....	Buffalo, N. Y.....	30 "
A. H. Hammond & Co.....	Organ Trimmings.....	Worcester, Mass.....	6 "
Holyoke Paper Co.....	Paper Manufacturers.....	Holyoke, Mass.....	30 "
Powers Paper Co.....	do.....	Springfield, Mass.....	30 "
North Chicago Rolling Mill Co.....	Railroad Iron.....	Chicago.....	27 "
C. J. L. Meyer.....	Sash, Doors, etc.....	do.....	30 "
Palmer, Fuller & Co.....	do.....	do.....	30 "
Fairbanks, Morse & Co.....	Scale Manufacturers.....	do.....	40 "
E. & T. Fairbanks & Co.....	do.....	St. Johnsbury, Vt.....	36 "
Oliver Ames & Sons' Corporation....	Shovel Manufacturers....	North Easton, Mass....	30 "
Rogers, Smith & Co.....	Silver Plated Ware, etc.....	New Haven, Conn.....	10 "
Meriden Britannia Co.....	do.....	West Meriden, Conn....	36 "
Simpson, Hall, Miller & Co.....	do.....	Wallingford, Conn....	40 "
Gardiner Hall, Jr. & Co.....	Spool Cotton.....	New York.....	33 "
Nonotuck Silk Co.....	Spool Silk, etc.....	Florence, Mass.....	6 "
Buffalo Starch Co.....	Starch Manufacturers.....	Buffalo, N. Y.....	30 "
Glen Cove Starch Mfg. Co.....	do.....	New York.....	22 "
W. A. Harris.....	Steam Engines.....	Providence, R. I.....	6 "
Perry & Co.....	Stove Manufacturers.....	Albany, N. Y.....	42 "
S. H. Ransom & Co.....	do.....	do.....	36 "
Rathbone, Sard & Co.....	do.....	do.....	40 "
Rathbone, Sard & Co.....	do.....	Chicago.....	40 "
Swett, Quimly & Perry.....	do.....	Troy, N. Y.....	30 "
J. S. Kirk & Co.....	Soap Manufacturers.....	Chicago.....	30 "
Colgate & Co.....	do.....	New York.....	48 "
Buffalo Grape Sugar Co.....	Sugar Refiners.....	Buffalo, N. Y.....	26 "
Carey & Moen.....	Wire Goods.....	New York.....	30 "
West, Bradley & Carey Mfg. Co.....	do.....	do.....	24 "

MERCANTILE.

Geo. P. Gore & Co.....	Auctioneers.....	Chicago.....	21 Files.
Doggett, Bassett & Hills.....	Boots and Shoes.....	do.....	40 "
C. M. Henderson & Co.....	do.....	do.....	40 "
Phelps, Dodge & Palmer.....	do.....	do.....	30 "
M. D. Wells & Co.....	do.....	do.....	40 "
Chas. P. Kellogg & Co.....	Clothing.....	do.....	30 "
H. A. Kohn & Bros.....	do.....	do.....	21 "
Rindskopf, Barbe & Co.....	do.....	do.....	8 "
Powell & Plimpton.....	Druggists.....	Buffalo.....	21 "
Fuller & Fuller.....	do.....	Chicago.....	30 "
VanSchaack, Stevenson & Reid.....	do.....	do.....	21 "
H. Bosworth & Sons.....	do.....	Milwaukee.....	30 "
W. H. Shieffelin & Co.....	do.....	New York.....	32 "
S. R. VanDuser & Co.....	do.....	do.....	30 "
Perry Davis & Sons.....	do.....	Providence, R. I.....	33 "
Stettauer Bros. & Co.....	Dry Goods.....	Chicago.....	40 "
Jeffras Seeley & Co.....	do.....	Cincinnati, O.....	6 "
Henry Spring.....	do.....	Grand Rapids, Mich....	10 "
Mills & Gibb.....	do.....	New York.....	36 "
Tefft, Griswold & Co.....	do.....	do.....	40 "
Hartwell, Richards & Co.....	do.....	Providence, R. I.....	6 "
Hagerty Bros. & Co.....	Glassware.....	New York.....	30 "
J. W. Doane & Co.....	Grocers.....	Chicago.....	24 "

MERCANTILE.—Continued.

NAME.	BUSINESS.	LOCATION.	Size of Cabinet.
E. C. Hazzard & Co.	Grocers.	New York.	30 Files.
E. D. Keys & Co.	do	Rutland, Vt.	18 "
Hibbard, Spencer & Co.	Hardware.	Chicago.	32 "
Hibbard, Spencer & Co.	do	do	12 "
S. D. Kimbark.	do	do	27 "
Markley, Alling & Co.	do	do	27 "
Parkhurst & Wilkinson.	do	do	21 "
Seeberger & Breakey	do	do	27 "
Sellew & Co.	do	Cincinnati.	15 "
Foster, Stevens & Co.	do	Grand Rapids, Mich.	24 "
Wm. B. Clapp, Young & Co.	Jewellers.	Chicago	24 "
Hunt Bros.	Musical Instruments.	Athol, Mass.	6 "
W. W. Kimball	do	Chicago.	30 "
Lyon & Healy	do	do	27 "
Mason & Hamlin Organ Co.	do	do	24 "
Kenly & Jenkins.	Paints and Oils.	do	15 "
C. T. Reynolds & Co.	do	do	27 "
Vernon Bros. & Co.	Paper Dealers	New York.	30 "
Hallock, Holmes & Co.	Rubber Goods.	Chicago.	10 "
D. M. Ferry & Co.	Seedsman.	Detroit.	40 "
D. M. Ferry & Co.	do	do	30 "
Briggs & Brothers.	do	Rochester, N. Y.	27 "
Domestic Sewing Machine Co.	Sewing Machines	Chicago.	30 "
The Singer Manufacturing Co.	do	do	30 "
Farrar & Wheeler.	do	do	40 "
Victor Sewing Machine Co.	do	do	32 "
The Singer Manufacturing Co.	do	New York.	30 "
Howe Sewing Machine Co.	do	St. Louis.	30 "
The Singer Manufacturing Co.	do	do	24 "
Wheeler & Wilson Sewing Machine Co.	do	do	30 "
Maxwell & Co.	Stationers, etc.	Bloomington, Ill.	30 "
Culver, Page, Hoyne & Co.	do	Chicago.	33 "
DesForges & Lawrence.	do	Milwaukee, Wis.	12 "
Liebenroth, Von Auw & Co.	do	New York.	30 "
J. Q. Preble & Co.	do	do	30 "
J. G. Hodge & Co.	do	San Francisco, Cal.	30 "
D. D. Merrill & Co.	do	St. Paul, Minn.	21 "

BANKING, COMMISSION AND INSURANCE.

BANKERS AND BROKERS.

Richardson, Hill & Co.	Boston.	30 Files.
Merchants National Bank.	Burlington, Iowa.	24 "
Bank of Montreal.	Chicago ..	72 "
Fifth National Bank.	do	24 "
Hide and Leather Bank.	do	27 "
First National Bank.	Denver, Col.	30 "
First National Bank.	Milwaukee	30 "
Bank of the Metropolis	New York.	24 "
Fisk & Hatch.	do	6 "
Powers' Banking House ...	Rochester, N. Y.	30 "
O. F. Hyde & Co.	Rockford, Mich.	6 "
First National Bank	St. Johnsbury, Vt.	30 "
Geo. W. Shriner & Co.	Washington, Kan.	21 "

BANKING, COMMISSION AND INSURANCE.—Continued.**COMMISSION MERCHANTS.**

NAME.	BUSINESS.	LOCATION.	Size of Cabinet.
Washington Butcher's Sons.....		Chicago.....	10 Files.
H. W. Rodgers, Jr. & Bro.....		do	6 "
Robert Warren.....		do	32 "

INSURANCE COMPANIES AND AGENTS.

Bangor Insurance Co.....		Bangor, Maine.....	10 Files.
Union Mutual Life Ins. Co		Boston.....	30 "
Continental Fire Ins. Co. of N. Y.....		Chicago Agency.....	40 "
Globe Insurance Co.....		do	30 "
Amazon Insurance Co		Cincinnati.....	10 "
Milwaukee Mechanics' Mutual Ins. Co.....		Milwaukee	21 "
Northwestern Mutual Life Ins. Co.....		do	36 "
Geo. S. Lester.....		New Haven.....	28 "
Universal Life Ins. Co.....		New York	30 "
United States Life Ins. Co.....		do	27 "
United States Life Ins. Co. (John E. DeWitt, Pres't).....		do	24 "
M. J. Francisco		Rutland, Vt.....	30 "
California Ins. Co. (L. Crowell, Sec'y).....		San Francisco.....	30 "

TRANSPORTATION COMPANIES.**RAILROADS.**

N. Y. Cent. & Hud. River R. R., G. S. Weaver, Sup't Lumber Dep't. Albany		6 Files.
Chicago, Burlington and Quincy R. R., President's Office.....	Chicago.....	27 "
Chicago, Burlington and Quincy R. R., Gen'l Freight Agent.....	do	36 "
Chicago, Burlington and Quincy R. R., Gen'l Ticket Agent.....	do	42 "
Chicago, Rock Island and Pacific R. R., Ass't Gen'l Sup't.....	do	30 "
Chicago and North-Western R. R., Gen'l Ticket Agent.....	do	27 "
Illinois Central R. R., Gen'l Sup't.....	do	15 "
Illinois Central R. R., Gen'l Freight Agent.....	do	30 "
Illinois Central R. R., Gen'l Pass. Agent.....	do	24 "
Lake Shore and Mich. Southern R. R., Gen'l Western Pass. Agent.....	do	15 "
Michigan Central R. R., Gen'l Freight Agent.....	do	32 "
Michigan Central R. R., Gen'l Pass. Agent.....	do	32 "
New Haven and Northampton R. R.....	New Haven, Conn.....	21 "
Maine Central R. R., Gen'l Sup't.	Portland, Me.....	24 "

STEAMSHIP COMPANIES.

Wm. Warren & Co., (London and Liverpool S. S. Co.)	Boston.....	30 Files.
W. P. Clyde & Co.....	New York.	33 "
W. P. Clyde & Co	do	30 "
Clyde Steamship Co.....	Philadelphia.....	30 "
National Steamship Co.....	New York.....	10 "

MISCELLANEOUS.

Fairchild & Blackman	Attorneys.....	Chicago.....	22 Files.
Thos. J. Vail, Sec'y	National Horse Ass'n.....	Hartford, Conn.....	27 "
Courier Printing Co.....	Publishers "Courier".....	Buffalo, N. Y.....	30 "
The Interior Publishing Co.....	do "Interior".....	Chicago.....	21 "
Richardson Bros.....	do "Democrat".....	Davenport, Iowa.....	6 "
Asher & Adams.....	do Maps.....	New York.....	40 "
A. S. Barnes & Co.....	do	do	30 "
C. C. Hine	do "Ins. Monitor".....	do	30 "
Iverson, Blakeman, Taylor & Co.....	do	do	30 "
Howard Lockwood.....	do "Am. Stationer".....	do	30 "

OPINIONS REGARDING

Amberg's Cabinet Letter Files.

NEW YORK CITY.

From TEFFT, GRISWOLD & CO., Dry Goods,
443 and 445 BROADWAY. (Oct. 2, '76.)

Your "Amberg's Letter Cabinet," which we have had in use for the past three months, we consider the most perfect, convenient and useful file we have ever seen or examined.

We will take pleasure in showing ours to any parties you may choose to refer to us concerning it, and can confidently recommend it in the highest terms.

From MILLS & GIBB, Dry Goods,
408 and 410 BROADWAY. (Sept. 28, '76.)

The 36 File "Cabinet," which you furnished us some weeks since, gives us entire satisfaction, and supplies a want long felt. Its simplicity and convenience are admirable. It saves a vast amount of time and labor, and is an infinite improvement on the old method of filing papers.

We take pleasure in recommending the Cabinet as a very useful and compact piece of office furniture.

From HAGERTY BROS. & CO., Glassware,
8 and 10 PLATT STREET. (Sept. 29, '76.)

The "Amberg Cabinet Letter File," which we have had in use for some months past, has given complete satisfaction, and we cheerfully recommend it.

From THE UNITED STATES LIFE INSURANCE CO.,
261, 262 and 263 BROADWAY. (Oct. 2, '76.)

After some months' use of the "Amberg Cabinet Letter File," we cheerfully state that we have found it invaluable in keeping our large correspondence; and we now feel that we could hardly do without it. We shall lose no opportunity to recommend it.

From THE SINGER MANUFACTURING CO.,
NEW YORK. (Sept. 7, '76.)

We are now using one of "Amberg's Patent Cabinet Letter Files," and find it gives entire satisfaction.

From THE LALANCE & GROSJEAN MFG. CO., Hardware,
89 BEEKMAN and 55 CLIFF STREETS. (Oct. 2, '76.)

The "Amberg Cabinet Letter File," which we have had in use for some months, comes nearer perfection, for the purpose intended, than anything we have ever seen.

NEW YORK CITY.—Continued.

From HOWARD LOCKWOOD, Publisher,

74 DUANE STREET.

(Oct. 2, '76.)

The "Amberg Cabinet Letter File," containing 30 files, and which at present holds my correspondence for the current year, works to my entire satisfaction.

Your system of indexing and filing is so thorough, that it takes but a moment to find, remove and replace any required letter. I can certainly indorse it as a most valuable adjunct to any office having an extensive correspondence.

From VERNON BROS. & CO., Paper Makers,

65 and 67 DUANE STREET.

(Oct. 6, '76.)

We are glad we were persuaded to try "Amberg's Patent Cabinet File." We find it very convenient—a great saving of time, and almost a necessity. We recommend it whenever we have an opportunity.

From E. C. HAZZARD & Co., Importers of Wines and Liquors,

192 and 194 CHAMBERS STREET,

(Oct. 2, '76.)

The "Amberg Cabinet Letter File," purchased from you, has been thoroughly tested; and we take pleasure (after a trial of seven months) in confirming all that you stated in recommendation at the time of purchase. For economy of *space* and *time*, and *facility of reference* they are unsurpassed; and we regard the cost as of small moment when compared with the advantages derived from its use.

From ASHER & ADAMS, Map Publishers,

59 BEEKMAN STREET.

(Oct. 3, '76.)

We take great pleasure in stating that we have used "Amberg's Self-Indexing Files and Binders" for six or seven years, and believe, with the "Cabinet," it is the most perfect invention of the kind; in fact, we can see no room for further improvement. Only those who have used this letter file for a large correspondence can fully appreciate the convenience of its arrangement; and the smaller Cabinets appear to be equally well adapted to a limited business.

We congratulate you upon your success in introducing this valuable invention.

From IVISON, BLAKEMAN, TAYLOR & CO., Publishers,

138 and 140 GRAND STREET, (Oct. 3, '76.)

The "Amberg Self-Indexing File and Binder" you sold us has been in use over six months, and we are very well pleased with it. We regard it as quite an improvement on the old method of filing letters.

From COLGATE & CO., Toilet Soaps,

53 and 55 JOHN STREET.

(Oct. 7, '76.)

With considerable *doubt*, and *great* disinclination to depart from the old-fashioned style of filing letters, we ordered, some months ago, one of your 30 File "Cabinets," and, on trial, have come to the conclusion to adopt your method; and have just ordered of your agent a 48 File "Cabinet," as we need one of that size to hold our very voluminous correspondence.

From C. C. HINE, Editor "Insurance Monitor,"

176 BROADWAY.

(Oct. 11, '76.)

I have used one of the 30-File "Amberg Cabinets" for about a year, and have been instrumental in selling several to other parties. I recommend it without reserve whenever I have an opportunity. For the first time in my business life, *I can find a letter*, old or new, easily, instantly and certainly. To me the system and apparatus are simply invaluable.

NEW YORK CITY.—Continued.

From SCOVILLE MANUFACTURING CO., Sheet and Roll Brass,
419 and 421 BROADWAY. (Oct. 6, '76.)

We are much pleased with the "Cabinet Letter File" bought of you, and think it superior to anything we have seen for the purpose designed.

From LIEBENROTH, VON AUW & CO., Importing Stationers,
50 and 52 FRANKLIN STREET. (Oct. 21, '76.)

In answer to your letter regarding the "Amberg Cabinet Letter File," which we bought of you some time since, we would say that we are very much pleased with it, and find it to be the most practical file that has ever been made.

From EAGLE PENCIL CO.,
73 FRANKLIN STREET. (Oct. 16, '76.)

We take pleasure in testifying to the utility and convenience of "Amberg's Cabinet Letter File." We find it so convenient that we would not be willing to do without it; and, while it is an ornamental piece of office furniture, it will, in the saving of time and labor, fully pay for itself the first year.

In our opinion, no counting-room is complete without it.

From W. H. SCHIEFFELIN & CO., Wholesale Druggists,
170 WILLIAM STREET. (Oct. 17, '76.)

The "Amberg Cabinet Letter File," which we purchased of you some three months since, we have found to be all that you represented it to be, and we can cheerfully recommend it as being better adapted to the purpose for which it is intended than any other arrangement we are acquainted with.

ALBANY, N. Y.

From PERRY & CO., Stove Manufacturers, (Oct. 4, '76.)

It gives us pleasure to say that the "Self-Indexing Cabinet Letter File" has given us great satisfaction. It is the best thing of the kind we have ever seen. We should regret to be without it.

From RATHBONE, SARD & CO., Stove Manufacturers, (Feb. 23, '76.)

We are using one of your "Letter Cabinets," both here and at our Chicago office, and cannot recommend them *too highly*. They save much time, and our letters are reached much more quickly, when required, than ever heretofore. We would not be without it for twice the price we paid for it, in *filing* letters alone, we can file *at least three times* as many as we used to when we engrossed each one. Another great advantage is that the letters of one firm are all together, and arranged chronologically.

ROCHESTER, N. Y.

From D. W. POWERS, Banking House. (Oct. 2, '76.)

The "Amberg Cabinet Letter File," received from you, has given entire satisfaction, and, in referring to letters, we find it a great convenience.

From VACUUM OIL CO., Lubricating Oils. (Oct. 2, '76.)

We are highly pleased with the 33-File "Cabinet" lately purchased from you.

The ease of disposing of a large number of letters, so as to be readily accessible, renders it invaluable to us.

We recommend it to business men generally as a valuable invention.

BUFFALO, N. Y.

From JOHN T. NOYE & SON, Mill Furnishers.

(Oct. 2, '76.)

We consider the "Amberg Letter Cabinet" superior to any other we have a knowledge of. As compared with the old method of folding and indorsing, it is immeasurably superior. We would not be without it.

From BUFFALO GRAPE SUGAR CO.

(Oct. 11, '76.)

We like the "Amberg Cabinet Letter File." It answers our purpose, and we cheerfully give it our commendation.

NEW HAVEN, CONN.

From ROGERS, SMITH & CO. Silver Plated Ware.

(Oct. 2, '76.)

Have used your "Self-Indexing" Files for three years. After using many kinds, we consider without exception, yours is *the best*.

(NOTE. — Messrs. Rogers, Smith & Co. have been using the files in "Cabinet" form nearly a year.)

WALLINGFORD, CONN.

From SIMPSON, HALL, MILLER & CO., Silver Plated Ware,

(Oct. 3, '76.)

We are much pleased with "Amberg's Patent Cabinet Letter File," which we purchased from you. It saves work and time, and is *very convenient*.

WHITNEYVILLE, CONN.

From WHITNEY ARMS CO., Firearms.

(Oct. 4, '76.)

The "Amberg Cabinet Letter File," purchased from you about a year ago, we find invaluable as a neat, quick and easy method of filing papers, and especially for convenience in referring to papers on file.

ST. JOHNSBURY, VT.

From E. & T. FAIRBANKS & CO., Scale Manufacturers.

(Oct. 16, '76.)

The "Amberg Cabinet Letter File," which we bought of you in June last, has been in our office since received, and gives entire satisfaction. We consider it superior to any other method of filing letters that we know of.

RUTLAND, VT.

From M. J. FRANCISCO, Insurance Agency.

(Oct. 5, '76.)

I have tested the "Amberg Cabinet Letter File" thoroughly, and it has proved invaluable. I could not think of parting with it. My book-keeper claims that it saves one clerk, besides placing letters where they can be found and examined in a moment's time. Its plan is complete, and the best ever invented, being peculiarly adapted to either a large or small business. A large number of business men have examined it, and expressed their approval of its plans.

From STEAM STONE CUTTING CO., Marble Cutters.

(Oct. 7, '76.)

We are fully satisfied of the merits of "Amberg's Cabinet Letter File," and cheerfully recommend it to the business public.

WEST RUTLAND, VT.

From RUTLAND MARBLE CO.

(Oct. 2, '76.)

After a few months' trial of "Amberg's Patent Cabinet Letter File," we are prepared to say that we find it a useful institution — convenient, compact, comprehensive, easy of reference, and altogether desirable, if not indispensable.

From SHELDON & SLOSSON, Marble Cutters.

(Oct. 9, '76.)

Respecting "Cabinet Letter File," we find it convenient, useful, and almost indispensable in an office like ours. We take pleasure in recommending it to all business men.

HOLYOKE, MASS.

From HOLYOKE PAPER CO.

(Oct. 5, '76.)

In answer to your inquiry as to how we like the "Amberg Cabinet Letter File" you sold us some six months ago, we have to say we like it very much indeed, and do not well see how we could get along without it. We can cheerfully recommend it as the best thing for its purpose we have seen.

From HOLYOKE MACHINE CO.

(Oct. 4, '76.)

We are much pleased with the "Amberg Cabinet Letter File," and do not see how it can be made more desirable.

SPRINGFIELD, MASS.

From SMITH & WESSON, Fire-arms.

(Oct. 2, '76.)

We have used the "Amberg Cabinet Letter File" now about nine months, and are very much pleased. We think it has saved us many times its cost in time and patience. For a business house having large numbers of letters, the Cabinet would be invaluable.

CHICAGO, ILL.

From S. D. KIMBARK, Iron and Steel Warehouse,

80, 82 and 84 MICHIGAN AVENUE. (Oct. 10, '76.)

We are very well pleased with your "Cabinet Letter File," which we have been using about six months. It saves time in putting away letters, and then they are more readily found when wanted than by any other method we have ever tried.

From HIBBARD, SPENCER & CO., Wholesale Hardware,

LAKE STREET and WABASH AVENUE. (Jan. 1, '76.)

Some months since you placed in our office your "Cabinet" for filing and storing our letters. It is a necessity in any commercial house. No one, after using it, as we have, for some months, would be without it. It is exactly the thing.

From PHELPS, DODGE & PALMER, Mfrs. of Boots and Shoes,

48 and 50 WABASH AVENUE. (March 6, '76.)

We are much pleased with the "Cabinet Letter and Order File" which you furnished us; and, after two months' trial, think we could not do without it. We cheerfully recommend it to business men.

CHICAGO, ILL.—Continued.

From HALLOCK, HOLMES & CO., Rubber Goods,
174 and 176 RANDOLPH STREET, (Oct. 10, '76.)

We take pleasure in adding our testimony to the merits of your "Cabinet Letter File." The one we bought of you last February has been in use ever since, and its value to us is constantly increasing. In a large correspondence, where reference to former letters and orders is constant, we consider the use of your file a great saving of labor, time and annoyance.

From MASON & HAMLIN ORGAN CO.,
MADISON STREET. (Oct. 10, '76.)

Having had one of "Amberg's Cabinet Letter Files" in use for nearly a year, we are happy to say it gives perfect satisfaction.

From CULVER, PAGE, HOYNE & CO., Manufacturing Stationers,
118 and 120 MONROE STREET. (Jan. 3, '76.)

Being thoroughly familiar, from the nature of our business, with every system of filing and binding letters known to the trade, we can say unhesitatingly that your "Cabinet Letter File"—which we were among the first to adopt—is the most perfect invention for filing a large correspondence (where economy of time and labor, minimum of expense, and greatest facility of reference are considerations) which has yet been offered in the market. We do not see how it can be improved upon.

From MARKLEY, ALLING & CO., Wholesale Hardware,
49 and 51 LAKE STREET. (Jan. 10, '76.)

In answer to your inquiry regarding the "Cabinet File" you sold us six months ago, we would say it does all you claimed for it. We have no trouble whatever in referring to our large correspondence, whether old or recent. The fears we entertained that our letters might get mixed (as in our former system of "pigeon hole" filing) have proved groundless. Our Cabinet has 27 files, giving us 675 filing spaces; hence we lose no time in handling letters we are not looking for, as there is a particular place for everything, and everything is in its place. We decidedly recommend it as a good investment for any business house.

From LYON & HEALY, Music Dealers,
STATE AND MONROE STREETS. (Oct. 11, '76.)

The "Cabinet Letter File" bought of you, eight months ago, has been in constant use in our office ever since, and has given the utmost satisfaction. It *far surpasses any letter file* heretofore used by us for ready reference—bringing, as it does, the letters of any one individual or firm together for a comparatively long period of time, which is one of its chief recommendations to us.

We give it our hearty indorsement.

From FAIRCHILD & BLACKMAN, Attorneys and Counsellors,
TRIBUNE BUILDING. (Oct. 10, '76.)

We have used "Amberg's Cabinet" for over a year. There is nothing of the kind we have seen or heard of so convenient or durable as this. Such is also the opinion of the many persons to whom we have shown it. Usage has made it a necessary equipment for our office.

From H. A. KOHN & BROS., Wholesale Clothiers,
10, 12 and 14 LAKE STREET. (Oct. 10, '76.)

We take pleasure in stating that we have used one of "Amberg's Cabinet Letter Files" for more than a year, and find in its use a great convenience and saving of labor. We can also file the numerous samples of cloth, etc., received from our customers, with their letters, without inconvenience, or detriment to the appearance of the Files. We would not like to do without it now.

CHICAGO, ILL.—Continued.

From M. D. WELLS & CO., Wholesale Boots and Shoes,
MADISON and MARKET STREETS. (Oct. 10, '76.)

The "Cabinet" for filing of letters, papers, etc., that your firm placed in our vault gives us entire satisfaction, and is all you represented it to be.

From RATHBONE, SARD & CO., Stove Manufacturers,
38 and 40 LAKE STREET. (Oct. 10, '76.)

The convenience of your "Cabinet Letter Files" is daily demonstrated. Instead of waiting for some one to find a letter, invoice or freight bill, we can always place our finger on it. Our Albany house is also very much pleased with the Cabinet you shipped them.

From VAN SCHAAK, STEVENSON & REID, Wholesale Druggists,
92 and 94 LAKE STREET. (Oct. 10, '76.)

We are much pleased with your "Cabinet." It is a great invention, and saves endless trouble to any Company having numerous papers they wish to preserve in good shape, and ready for reference at once. To fully understand its advantage, it is but necessary to examine it in person. Would rather have it than an extra man in our office. Wishing you much success, and believing it to be a blessing to all offices using files, we are, etc.

From W. A. THIRALL, Gen'l Ticket Ag't C. & N.-W. R'Y,
CHICAGO. (Oct. 12, '76.)

I have yours of the 9th inst., and in reply would say that I am pleased to have the opportunity of testifying to the excellence of "Amberg's Cabinet Letter File," which, in my opinion, is not approached by any other file now offered to the public.

I have now in my office one of your "Cabinet Letter Files," in the practical use of which I have found continued satisfaction, and so much convenience that I can unhesitatingly recommend it to every one whose correspondence is at all required for reference, as being the most neat and handy method possible of filing letters and papers. The "Cabinet File" is particularly adapted to the use of railroad companies—their correspondence being generally of a wide and varied character; and I am confident that, were its many advantages familiarly known, "Amberg's Cabinet File" would be as much a part of the furniture of each office as is a desk.

From A. MANVEL, Ass't Sup't C. R. I. & P. R. R.,
CHICAGO. (Oct. 10, '76.)

The "Amberg Cabinet" answers my purpose well, and is the most convenient article for the purpose that has come to my notice.

From HIDE AND LEATHER BANK,
CORNER RANDOLPH and LaSALLE STREETS. (Oct. 10, '76.)

This Bank has, for some time, been using "Amberg's Cabinet Letter File," and I take much pleasure in bearing testimony to the great improvement it possesses over the old system of filing documents.

One prominent feature of your "Cabinet" is its perfect simplicity, which enables a child almost to handle and manage it with accuracy. Further, it is a great time saver—so much so, that any document can be found instantly; in a word, I don't see how we got along under the old system, now that we experience the superior advantages of this. We have no hesitation in recommending your "Cabinet" to bankers, merchants, lawyers, and, in fact, all who, in any way, may have occasion to refer to letters and other documents.

Very truly yours, T. L. FORREST, *Assistant Cashier.*

(NOTE.—This bank files by names of cities and towns—generally the best for banks in large cities doing a country business.)

CHICAGO, ILL.—Continued.

From FIFTH NATIONAL BANK,**ISAAC G. LOMBARD, Cashier.****(Oct. 10, '76.)**

We find it the best "Letter File" we have ever tried.

From CHAS. J. L. MEYER, Manufacturer of Sash, Doors and Blinds.**(Oct. 17, '76.)**

I have used the "Amberg Letter File Cabinet" since May, and am well pleased with it. It is the most complete file that I have yet seen, and gives entire satisfaction.

From DOMESTIC SEWING MACHINE CO.,**180 STATE STREET.****(Oct. 12, '76.)**

We have had your "Patent Cabinet Letter File" in use ten months, and it gives us perfect satisfaction, being the most complete method of filing letters we have ever used, and very little time is consumed in referring to back letters. With our five thousand correspondents the system is very easily kept up.

From VICTOR SEWING MACHINE CO.,**381 WEST MADISON STREET.****(Oct. 17, '76.)**

After six months' use of your "Cabinet Letter File," we find that it is all that you claim for it; and were we not able to supply ourselves with another, would not part with it for several times its cost.

From SEEBERGER & BREAKEY, Wholesale Hardware,**38 and 40 LAKE STREET.****(Oct. 25, '76.)**

We have had in use in our office, for the past year, one of "Amberg's Cabinet Letter Files." We find it very convenient as a ready-reference file, and look upon it as an indispensable article of office furniture.

FULLER & FULLER, Wholesale Druggists,**22, 24 & 26 MARKET STREET.****Oct. 15, '76.**

You may send us a Cabinet containing thirty Amberg Letter Files, as per diagram submitted. We have used this File since its introduction, and have thoroughly tested its convenience, its economy, and its capabilities. We fully approve the arrangement of your indexes and method of filing.

Why do you confine your inventive genius to "Letters Received"; cannot you apply it to "Letters Sent," and supply Cabinets of Alphabetical Copy Books?

(NOTE.—The system has been adapted to Copying Books, and will be found perfect; we shall soon commence their manufacture and introduction.)

From D. M. OSBORNE & CO., Harvesting Machines,**600 S. MORGAN ST.****Nov. 13, '76.**

We are glad to acknowledge the receipt of the Forty-File Letter Cabinet, ordered some time since, and which we have begun to use. We expect to find in it all of the many advantages you claim over every other system of filing letters.

MOLINE, ILL.

From DEERE & CO., Plow Manufacturers.**(Oct. 12, '76.)**

We have used your "Cabinet Letter File" over a year. We consider it far superior to anything we have ever used or seen; and we cheerfully recommend it to any one wanting a first class, simple and reliable letter file.

From MOLINE PLOW CO.**(Oct. 14, '76.)**

Your "Cabinet Letter File" we regard as superior to anything we have ever seen for utility and convenience. The saving in time alone, to us, we find each year to be worth the price paid for it.

PEORIA, ILL.

From KINGMAN & CO., Farm Machinery and Seeds.

(Oct. 12, '76.)

Yours of 9th inst., asking our opinion of "Amberg's Cabinet Letter File," is before us. In answer, would say we have used one of them over a year, and are better pleased with it now than at first. Among its chief advantages over all other methods of filing are the following: Speed and accuracy of filing; saving of time in referring to correspondence, as all letters from a given correspondent will be found together in each volume; avoidance of folding or mutilating papers, and freedom from dust.

We have tried almost every other system, and find the "Amberg File" far superior to any we have used.

MILWAUKEE, WIS.

From PHILLIP BEST BREWING CO., Malt and Lager Beer.

(Oct. 10, '76.)

In reply to your favor of the 9th inst., in which you inquire how we like your "Cabinet Letter File," would say that we are very much pleased with it, and that it works quite satisfactorily. We can recommend it to all who have an extensive correspondence.

From VALENTIN BLATZ, Brewer and Maltster.

(Oct. 10, '76.)

I have had one of your "Amberg's Patent Letter Files" in my office for over three months, and am fully satisfied with the same. I take pleasure in heartily recommending it to all who may have occasion to use it.

From FIRST NATIONAL BANK.

(June 19, '76.)

We think the "Cabinet" a first-class arrangement for correspondence.

From H. BOSWORTH & SONS, Wholesale Druggists.

(Oct. 20, '76.)

Your "Cabinet" of 30 files, which we have used for some months, so thoroughly distributes and classifies our correspondence, under a simple system, that we take great pleasure in recommending it as being the most convenient, handiest, and most easily-to-be-referred-to file we have ever used or seen. It is not only an elegant ornament, but unapproachable in the results it aims to accomplish.

RACINE, WIS.

From J. I. CASE & CO., Agricultural Implement Mfrs.

(Oct. 12, '76.)

The "Amberg Cabinet Letter File" purchased of you saves time, facilitates business, is very complete and full in its divisions of business papers, easy to understand, and gives us entire satisfaction.

From FISH, BROS. & CO., Farm Wagon Mfrs.

(Oct. 10, '76.)

We have tried the "Amberg Cabinet Letter File," and really don't know how we got along without it. Certainly saves us the cost every two months in time. We trust you will meet with the success they deserve.

From MITCHELL, LEWIS & CO., Farm Wagon Mfrs.

(Oct. 11, '76.)

We consider your "Amberg Cabinet Letter File" a complete thing in all its parts, and one of the most useful, convenient and time-saving articles that has ever been invented for the purpose.

GRAND RAPIDS, MICH.

From FOSTER, STEVENS & CO., Wholesale Hardware.

(Oct. 10, '76.)

We have used your patent "Letter File," combined as a "Cabinet," and find it very convenient. We can lay our hands on ANY letter, price-list or circular in one second, and would not like to part with it.

DENVER, COL.

From FIRST NATIONAL BANK.

(Oct. 14, '76.)

We find "Amberg's Cabinet Letter File" *almost indispensable*. It combines the greatest facilities for filing letters in the least possible space, with the greatest convenience for ready reference, of any system known to us. *It is perfect. Would not be without it.*

ST. LOUIS, MO.

From WHEELER & WILSON MANUFACTURING CO.,

(Oct. 12, '76.)

We have had one of the "Amberg Cabinet Letter Files" in use for several months, and, after a THOROUGH TEST, we feel qualified to speak of their merits. They fill to perfection a long-felt want among business men, where a *perfect system* of filing and arranging of letters, invoices, bills, etc., etc., was needed.

We cannot speak in too high terms of this letter file, being, in our estimation, "*par excellence*," paying monthly a large percentage on its original cost. No counting-room is complete without one.

BURLINGTON, IOWA.

From MERCHANTS' NATIONAL BANK.

(Oct. 12, '76.)

We have been using "Amberg's Cabinet Letter File" for over one year, and are very much pleased with it. Would not be without one. We find it very convenient in referring to old letters. You are at liberty to refer to us, if you desire.

The above recommendations (with few exceptions) have been sent us in answer to general inquiries by mail, hence they are the free, voluntary expressions of those who wrote them; and while but *few* advantages are touched upon, compared to what a thorough investigation would disclose, still it will be seen that it is an article which no enterprising firm can afford to be without.

The Amberg Files and Cabinets were awarded the highest honors at the Centennial Exhibition, and also at The American Institute, New York.

CAMERON, AMBERG & Co.

WHOLESALE AND RETAIL

STATIONERS,

MANUFACTURERS OF

BLANK BOOKS

OF ALL STYLES AND SIZES,

AND

GENERAL PRINTERS,

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Our facilities for filling large contracts are unsurpassed,
and the quality of our work unrivalled.

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